GROUP STUDY ROOMS
USE POLICY

- The two group study rooms in the GTU Library (Begin & Yinger Rooms) are available for use by faculty, staff and students of the GTU.

- Individuals may reserve up to two one-hour slots per day.

- Reservations may be made at the Circulation Desk or by calling 649-2500, and may be made up to one week in advance. Reservations are held open until 15 minutes after the hour, after which the reservation will be cancelled and the room made available to other users.

- You **must** have a GTU ID card to check out the key to the study room.

- Keys may be checked out as early as one half hour before the reserved time. The key is due back at the end of your reserved time period or at the end of two hours, whichever comes first. The study room door must be locked upon conclusion of use. Failure to return keys at the assigned due time will result in fines and replacement billing.

- Keys cannot be removed from the Library building.

- There is no food, drink, smoking, or loud conversations allowed in the study rooms. Although these rooms are fully enclosed, they are not sound-proof.

- Repeated failure to observe these policies may result in a suspension of room use privileges.

pmb/12-12-00